

# ***LUNENBURG PLANNING BOARD TOWN OF LUNENBURG***

Emerick R. Bakaysa, Chair  
Joanna L. Bilotta, Vice-Chair  
Thomas W. Bodkin, Jr., Clk.  
Robert J. Saiia, Mbr.  
Nathan J. Lockwood, Mbr.  
Marion M. Benson, Planning Director



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Minutes  
October 25, 2010

Meeting Posted: Yes

Place: Ritter Memorial Building, 960 Massachusetts Avenue, Lunenburg, MA 01462

Time: 6:30 PM

**ROLL CALL:** Vice Chair Joanna L. Bilotta (acting as Chair), Robert J. Saiia, Nathan J. Lockwood, Marion M. Benson

Absent: Emerick R. Bakaysa, Thomas W. Bodkin Jr.

**MINUTES – APPROVAL:** Signed 10-4-10, Motion, Mr. Lockwood, Second, Ms. Bilotta.

**NOTICES & COMMUNICATIONS:** Director noted the following- Zoning Board of Appeals hearing for 125 Howard Street for special permit from 4 dogs to 11-15 dogs and relocation of kennel from inside home to barn. Special Permit dimensional variance granted for 183 Elmwood Road for construction of screen house on existing deck and improvement of step down deck that previously surrounded a pool. Special Permit granted for relocation of Fitchburg Marine from 27 to 30 Mass Ave.

## **APPOINTMENTS:**

**First Evangelical Congregational Church:** Application presented for a Development Plan Review for an addition to the church structure at 16 Main Street. Presenting for the church were Building Committee Chair Jack White, Architect Patrick Slattery, and Designing Engineer Steven Marsden. Peer Reviewing Engineer is Fred Hamwey. Mr. White stated the reason for enlarging the church was to consolidate all church activities in one building, thereby eliminating the Parish House. He also spoke about safety, eliminating children crossing the street to go from one activity to another. If the plan is acceptable, the church will need to raise funds to accomplish its goal. Mr. Slattery described the new layout plan of the building. Included in his presentation was a description of reconfiguration of the Main Street entrance, and a second floor addition which will include an assembly hall. Other additions are noted on plan on file in the Planning Office. Mr. Marsden explained the required drainage system such as recharging of impervious area and underground chambers. The drainage plan will have no impact to the Town drainage system. Discussion was held on the angled parking off Memorial Drive into the church property. As Memorial Drive is a Town roadway, the Director will notify the Board of Selectmen of the proposed design. The Board of Selectmen is the entity to approve/disapprove the design. The process is to hold a tech meeting of department heads, implement a peer review and hold an informational meeting as directed in the Town Zoning Bylaws. Director noted that, in the past, the administration fee has been waived for churches and inquired as to the Board's desire. Motion to waive the fee, Mr. Lockwood, seconded by Mr. Saiia. Motion passed. The church will set up a Tri Party Account with the Planning Office, which will include peer review fees.

**ANR, 325 Sunnyhill Road-** Owner/Applicant- Melissa Cobb. Plan prepared by Rose Land Survey, West Groton, MA. Plan accepted for review.

## **COMMITTEE REPORTS:**

**MJTC-** Mr. Saiia reported attending, along with Federal and State officials, the groundbreaking ceremony for the new rapid rail track at the Leominster rail station.

**MRPC-** Noted October 26<sup>th</sup> MRPC meeting, Draft Amendment to FFY 2011 Element of the FFY 2011-2014 TIP (Transportation Improvement Plan), minutes of 9-28-10, agenda of 10-26-10.

**MRPC Energy Advisory Committee-** Director Benson reported that the final report on the study for emergency back-up system available during emergencies/crisis will be ready in November. Director noted she attended a press conference announcing a new grant which will be a continuation of the present study. Energy Advisory Committee members have been asked to stay on to continue the work.

**DPW Building Committee-** Ms. Bilotta (Vice Chair of DPW Building Committee) reported on the hiring of the architect. Helene Karl from Groton was hired. Committee discussed contract and general discussion on design.

**PLANNING DIRECTOR'S REPORTS/NEW BUSINESS:**

**Green Community Task Force-** Director reported that the Board of Selectmen supports a solar field at the old dump site. Task force will prepare grant. The Task Force is still having problems with accepting the Stretch Code. Chair will call meeting to get a consensus on the report done by VHB for acceptance of The Green Community Act.

**Eagle House-** The Committee for the construction of the parking lot is working with Shelley Hatch from MRPC to submit a grant application for the funding. Mark McClusky from Hudson Design Group has been hired to design the lot. Issue is the mound left over from the septic system. The engineer sought advice from DEP, but was unable to gather sufficient information as to the disposal of the mound. The Committee inquired of Jim Garreffi for technical explanations as to the process. Noted 10-21-10 letter from the Board of Health regarding leaching area disposal explaining that the Board of Health must be involved in the removal of the mound. The Committee will work with the Board of Health if they are recipients of the grant to proceed.

**Lunenburg Village-** Noted 10-7-10 construction management plan from applicant Gary Lorden.

**Hollis Hills-** Noted 10-4-10 Building Department letter to applicant regarding sign-off by applicable boards/officials in the approval process before issuance of building permits.

**DEVELOPMENT STATUS REPORTS:**

**Emerald Place at Lake Whalom-** Director noted that the Lakefront sidewalk was being constructed this date. Director noted the new financial policy of Emerald Place which is "Lease to Own". Information is being sought as to the timeline of the leases. Work is continuing on structures. The Fire Department specialist is closely supervising the fire protection. Question posed by Ms. Bilotta concerning the number of ingress and egress.

**Tri Town Landing-** The Town Manager is working with the City of Fitchburg to clarify the responsibilities of Fitchburg and the Town of Lunenburg. The water line from Fitchburg to the project was constructed by the developer. The developer paid in full for two 2 inch connections at \$20,000 each and two 6 inch fire connections at \$482 each. Fitchburg is responsible for reading the installed meters. Lunenburg will be responsible for billing and collecting for water usage from the unit residents. Fitchburg is responsible for quality to the town line. Lunenburg is responsible for maintaining all water mains and valves, certification and annual compliance to all applicable laws, etc., from the Fitchburg city line to the development proper. Further communication is being held between the Town Manager and the Lunenburg Water District.

**UNFINISHED BUSINESS:**

See above Planning Director's Reports and Development Status Reports

**MASTER PLANNING:** Director reported that Chair Bakaysa, Mr. Lockwood and herself attended a Master Planning seminar at MRPC on October 20<sup>th</sup>.

**DATA INFORMATION & GENERAL DISCUSSION:** Data folder containing items of interest not on agenda presented to members for viewing, consisting of reminder of 11-30-10 Special Town meeting, 5-year Financial Forecast scheduled for 11-4-10, and various data information.

**MEMBER DATA AND ISSUES:** November schedule- November 8<sup>th</sup>- regular meeting; November 15<sup>th</sup>- Master Planning; November 22<sup>nd</sup>- regular meeting.

**EXECUTIVE SESSION: Litigation, O'Brien Homes:** See separate minutes.

**ADJOURNMENT:** Motion, Mr. Saiia, Second, Mr. Lockwood, Motion passed. Adjourned 7:45 to go into Executive session.